

Retention and Classification Report

Agency: Providence (Utah) (802)

15 South Main
Providence, UT 84332
435 752-9441

Records Officer Skarlet Bankhead

22309	Board of adjustment minutes
22667	Cemetery records
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22669	City charter-Petition to organize the city
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AGENCY: Providence (Utah)

SERIES: 22309

3

TITLE: Board of adjustment minutes

DATES: 1983-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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AGENCY: Providence (Utah)

SERIES: 22309

TITLE: Board of adjustment minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Providence (Utah)

SERIES: 22667

3

TITLE: Cemetery records

DATES: 1861-

ARRANGEMENT: Chronological by burial date.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

AUTHORIZED: //

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APPRAISAL:

Administrative Historical

AGENCY: Providence (Utah)

SERIES: 22667

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Providence (Utah)

SERIES: 22310

3

TITLE: City Council minutes

DATES: 1865-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: //

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AGENCY: Providence (Utah)

SERIES: 22310

TITLE: City Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Providence (Utah)

SERIES: 22669

3

TITLE: City charter-Petition to organize the city

DATES: January 31, 1898

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 4.

AUTHORIZED: //

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APPRAISAL:

Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Providence (Utah)

SERIES: 22670

3

TITLE: City ordinances

DATES: 1898-

ARRANGEMENT: Numerical by ordinance number

ANNUAL ACCUMULATION:

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: //

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APPRAISAL:

Historical Legal

AGENCY: Providence (Utah)

SERIES: 22670

TITLE: City ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Providence (Utah)

SERIES: 22668

3

TITLE: Financial audit reports

DATES: 1940, 1954-1984, 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: //

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AGENCY: Providence (Utah)

SERIES: 22668

TITLE: Financial audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Providence (Utah)

SERIES: 22308

3

TITLE: Planning and zoning commission minutes

DATES: 1982-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

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AGENCY: Providence (Utah)

SERIES: 22308

TITLE: Planning and zoning commission minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Providence (Utah)

SERIES: 22307

3

TITLE: Resolution files

DATES: 1998-

ARRANGEMENT: Chronological by year, thereunder numerical by resolution number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: //

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AGENCY: Providence (Utah)

SERIES: 22307

TITLE: Resolution files

(continued)

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public